STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT MAINTENANCE MANAGER I	08-790 SOUTH REGION OFFICE (EFISC #2404)	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CT MAINTENANCE MANAGER I	908-790-6280-918	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of a CT Maintenance Manager II, acting as Region Manager, the CT Maintenance Manager I is responsible for assisting the Region Manager in implementing, evaluating and sustaining major programs and maintenance policies for the South Maintenance Region. The incumbent must possess a valid driver's license. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	The incumbent will assist the Region Manager in field operations for the South Maintenance Region. Sets work priorities; provides staffing, training and resources. Conducts safety reviews; oversees uniform maintenance practices and levels of service; reviews difficult maintenance or minor construction operation problems; investigates and sets priorities for major maintenance operations to meet the program goals in reducing the number of deficient lane miles identified in the pavement evaluation survey.
30%	E	The incumbent performs field reviews of state highways for deficiencies that require rehabilitation or reconstruction; reviews minor projects such as drainage repairs and structural section repairs. Acts as a field maintenance leader on storm review teams after major storm damage. Reviews plans and specifications of proposed construction projects with regard to maintenance requirements and makes recommendations. Acts as a program manager for the annual paving program work done by state forces.
20%	E	The incumbent coordinates activities with other divisions, headquarters program, other departments and local agencies. Reviews and directs budget preparation consistent with District priorities, and assures Region compliance with Integrated Maintenance Management System (IMMS), and Transportation Operations Programs System (TOPPS) procedures. Monitors resources in accordance with budget allocations. Handles highly sensitive public and outside agency complaints.
10%	M	The incumbent utilizes information provided by the IMMS, Levels of Service review and pavement survey to assist the Region Manager with overall planning and monitoring of workload levels, directing equipment and material utilization. Provides a high level of technical and management expertise for Maintenance operations.

[1]ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent supervises three CT Maintenance Area Superintendent, one District 8 CT Landscape Specialist, one Caltrans Maintenance Supervisor, one Associate Governmental Program Analyst, one Staff Services Analyst, and two Office Technicians. Supervision will also include additional staff in the future. Acts for the Region Manager in their absence for a Region that contains 200 employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of the materials, methods and equipment used in the construction and maintenance of highways, highway structures and landscape maintenance; characteristics of the equipment and tools used and their operation and maintenance; and provisions of the California Vehicle Code as they apply to the stated

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duties. Knowledge of rules and regulations pertaining to highway, structure and landscape maintenance practices, and rules and regulations pertaining to inspection of encroachments. Must know safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program, and basic safe work practices. Knowledge of the principles of effective supervision; a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment are required.

The incumbent must have the ability to plan, organize and direct the work of others; detect unsafe conditions and practices and plan, organize, conduct and evaluate safety training programs; and articulate program policies and goals. Must have the ability to develop and maintain cooperative working relationships, deal tactfully with the public; and manage and resolve complicated and/or sensitive issues. The incumbent must be able to accurately analyze situations and adopt an effective course of action. This position is responsible for a variety of line functions that rely significantly on consistent and reliable analysis of many topics.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent has the responsibility to provide management guidance and direction, personally and through staff to all field units. Error in judgment could result in needed work being overlooked or resources committed to less important projects. Poor decisions or actions could have broad implications involving employee morale, safety of employees and the traveling public, and monetary loss.

PUBLIC AND INTERNAL CONTACTS

The incumbent has substantial public contact and a special ability to communicate and maintain a positive departmental image is required. There is considerable contact with external agencies. Contacts will include city and county governmental officials, regulatory agencies such as Department of Fish and Game, Air and Water Quality Control Boards, County Agricultural Commissioners, local fire and law enforcement departments and the Army Corps of Engineers among others. The incumbent will have significant and critical contact with governing council members and legislators at the city, county and state level. Contacts will be made daily with contractors, vendors, HQ personnel, intra-District and inter-District personnel as well as maintenance management staff and field staff. All contacts must be handled professionally and courtesy and sensitivity to the Departments image and mission.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to stand or sit for extended periods of time, walk on uneven ground and/or perform fine manipulation. Will be required to respond to emergencies at any time of the day or night and handle sensitive and emotionally charged issues tactfully.

WORK ENVIRONMENT

This position is based in a region office with artificial lighting and climate control. The incumbent will use a personal computer with keyboard, mouse and monitor. Will spend time in the field on foot and driving throughout the region. The region includes metropolitan, rural, desert and mountain areas with high-volume multi-lane freeways, urban, suburban, rural and isolated secondary routes. Weather conditions vary widely from hot and mostly dry summers to cold and wet winters. In the summer temperatures exceed 100 degrees on a consistent basis and there are occasional heavy thunderstorms. In the winter temperatures may fall well below freezing and heavy rain and snow is to be expected. Must be willing and able to work in inclement weather and at extreme temperatures. The incumbent will be expected to travel to Sacramento and throughout the state for various conferences, seminars, training and meetings as required to accomplish the Departments mission and goals and to further the Programs policies.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	
Jim Rogers	
SUPERVISOR (Signature)	DATE